

## GLOSSARY OF TERMS AND ACRONYMS

**Accrued Expenditures** (*DOL Regulations 29 CFR 95 and 97; WIA Section 159; WIA Regulations 20 CFR 652*) – The charges incurred by the grantee during a given period requiring the provision of funds for:

- (1) Goods and other tangible property received;
- (2) Services performed by employees, contractors, sub grantees, subcontractors, and other payees; and
- (3) Other amounts becoming owed under programs for which no current services or performance is required, such as annuities, insurance claims, and other benefit payments.

**Acquisition Cost of Equipment** (*DOL Regulations 29 CFR 95.2, 29 CFR 97.3*) - The net invoice price of the equipment, including the cost of modifications, attachments, accessories, or auxiliary apparatus necessary to make the property usable for the purpose for which it was acquired. Other charges, such as the cost of installation, transportation, taxes, duty, or protective in-transit insurance, shall be included or excluded from the unit acquisition cost in accordance with the recipient's regular accounting practices.

**Administrative Costs** (*WIA Regulations 20 CFR 667.220*) -- (a) The costs of administration are that allocable portion of necessary and reasonable allowable costs incurred by the One Stop Operator that are associated with those specific functions identified below and which are not related to the direct provision of workforce investment services, including services to participants and employers. These costs can be both personnel and non-personnel and both direct and indirect.

The costs of administration are the costs associated with performing the following functions:

1. Performing the following overall general administrative functions and coordination of those functions under WIA Title I:
  - a. Accounting, budgeting, financial and cash management functions;
  - b. Procurement and purchasing functions;
  - c. Property management functions;
  - d. Personnel management functions;
  - e. Payroll functions;
  - f. Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports;
  - g. Audit functions;
  - h. General legal services functions; and
  - i. Developing systems and procedures, including information systems, required for these administrative functions;
2. Performing oversight and monitoring responsibilities related to WIA administrative functions;

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3. Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space;
4. Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA system;
5. Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems.
6. Awards to sub recipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
7. Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefitting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
8. Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
9. Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

**Administrative Requirements** (*DOL Regulations 29 CFR 97.3*) - Those matters common to grants in general, such as financial management, kinds and frequency of reports, and retention of records. These are distinguished from *programmatic* requirements, which concern matters that can be treated only on a program-by-program or grant-by-grant basis, such as kinds of activities that can be supported by grants under a particular program.

**Advance** (*DOL Regulations 29 CFR 95.2*) - A payment made by U.S. Treasury check or other appropriate payment mechanism to a recipient upon its request either before outlays are made by the recipient or through the use of predetermined payment schedules.

**Advanced Training** (*State Directive WIAB01-121; Job Training Automation System, Client Forms Handbook, May 2002*) - Advanced training is an occupational skills and employment or training program, not funded under WIA Title I, which does not duplicate training received under WIA Title I. Advanced training does not include training funded partially or wholly with WIA funds. An example of advanced training is a community college program that does not lead to an advanced degree.

Training that leads to an academic degree (e.g., AA, AS, BA, BS) should be categorized as post- secondary education, and not reported as advanced training.

**Advanced Training** - This is an occupational skills employment/training program, not funded under Title I of the WIA, which does not duplicate training received under Title I. It includes only training outside of the One-Stop, WIA, and partner system (i.e., training following exit). (Please note: this term applies to the current WIA younger youth measures only, it does not apply to the common measures).

**Advanced Training/Occupational Skills Training** – To count as a placement for the Youth Common Measures, advanced training constitutes an organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels. Such training should: (1) be outcome-oriented and focused on a long-term goal as specified in the Individual Service Strategy, (2) be long-term in nature and commence upon program exit rather than being short-term training that is part of services received while enrolled in ETA-funded youth programs, and (3) result in attainment of a certificate (as defined below under this attachment).

**Adult Mentoring** A relationship over a prolonged period of time between two or more people where older, wiser, more experienced individuals assist youth through the human development process by providing constant, as needed support, guidance, and concrete help to a minor whose at-risk environment increases their chance of exposure to teen pregnancy, academic failure, gangs and violence, use of alcohol and drugs and other at-risk behaviors.

**Application** (*WIA Regulations 20 CFR 663.105, 664.215*) - The process for collecting information for supporting a determination of eligibility. All adults and dislocated workers who receive services funded under Title I of WIA, other than self-service or information or informational activities (Core A Services), must fill out an application, be determined eligible, and then enroll into the WIA program

*Note: Equal Employment Opportunity (EEO) data must be collected on individuals during the application process (e.g., age, sex, race/ethnicity, and disability). (Ref: 20 CFR 663.105)*

**Assessment** – Collecting and analyzing information to make judgments about the needs and learning progress of individuals or groups; also, techniques, devices, or instruments used to collect evidence, ranging from formal and standardized (such as TABE) to criterion-referenced tests (CRTs) to alternative (portfolios) to informal processes (such as observation checklists).

**Auditee** (*OMB Circular A-133; State Directive WIAD01-3*) – A nonfederal entity that expends federal awards that must be audited under the circular.

**Awarding Agency** (*OMB Circular A-133; State Directive WIAD01-3*) - The party that awarded the subgrant or contract.

**Basic Skills Goal** (*WIA Regulations 666.100*) - Measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving, reasoning, and the capacity to use these skills.

**Basic Skills Goal** - A measurable increase in basic education skills including reading comprehension, math computation, writing, speaking, listening, problem solving,

reasoning, and the capacity to use these skills. (Please note: this term applies to the current WIA statutory youth measures only, it does not apply to the common measures).

**Basic Skills Training** Remedial training in reading, writing and math to improve skill levels of an individual to complete training and retain employment.

**Below Grade Level** (*WIA Section 129(c)(5)(C)*) - Individuals with educational attainment that is one or more grade levels below the grade level appropriate to the age of the individuals.

**Bidder's List** (*DOL Regulations 29 CFR 97.36*) - means the pre-qualified list of persons which is used in acquiring goods and services. The Bidders' List shall be kept current and include sufficient qualified sources to ensure maximum free and open competition.

### **California Awards for Performance Excellence (CAPE) Certification**

The California Awards for Performance Excellence (CAPE) Program helps California organizations in all sectors continuously improve through a Baldrige based performance evaluation program. The program has been in existence for 18 years and has helped hundreds of organizations improve performance. In addition, CAPE offers organizations forums to share best practices through the annual awards conference and through regional councils. Additional information regarding CAPE certification can be found at [cce@calexcellence.org](mailto:cce@calexcellence.org).

**California Workforce Services Network (CWSN)** is an MIS system that will replace both the current Job Training Automation (JTA) and the current CalJOBS systems, including Employer Contract Management System (ECMS), Participant Activity Support System (PASS), and the Activity Calendar and Event Scheduler (ACES). Upon implementation of the New CalJOBS, both JTA and CalJOBS will be archived and retired.

**Career Planning** Exposure of individuals to various career options, through guest speakers, job shadowing, learning the use of Labor Market information, etc.

**Classroom Training** Training conducted in a classroom setting designed to train Students in specific skills and/or subjects.

**Case Management** A procedure to plan, seek, coordinate and monitor services from a variety of agencies and staff on behalf of a client. The case manager uses the assessment results to develop, with the active input of the youth client, a comprehensive Individual Service Strategy (ISS), coordinate services, advocate for the youth client, monitor the youth client's progress, and frequently reassesses the youth's progress and needs.

**Case Management** (*WIA Section 101(5)*) – The provision of a client-centered approach in the delivery of services, designed--

1. To prepare and coordinate comprehensive employment plans, such as service strategies, for participants to ensure access to necessary

workforce investment activities and supportive services, using, where feasible, computer-based technologies; and

2. To provide job and career counseling during program participation and after job placement.

**Certificate** – A certificate is awarded in recognition of an individual's attainment of measurable technical or occupational skills necessary to gain employment or advance within an occupation. These technical or occupational skills are based on standards developed or endorsed by employers. Certificates awarded by workforce investment boards are not included in this definition. Work readiness certificates are also not included in this definition. A certificate is awarded in recognition of an individual's attainment of technical or occupational skills by:

- A state educational agency or a state agency responsible for administering vocational and technical education within a state.
- An institution of higher education described in Section 102 of the Higher Education Act (20 USC 1002) that is qualified to participate in the student financial assistance programs authorized by Title IV of that Act. This includes community colleges, proprietary schools, and all other institutions of higher education that are eligible to participate in federal student financial aid programs.
- A professional, industry, or employer organization (e.g., National Institute for Automotive Service Excellence certification, National Institute for Metalworking Skills, Inc., Machining Level I credential) or a product manufacturer or developer (e.g., Microsoft Certified Database Administrator, Certified Novell Engineer, Sun Certified Java Programmer) using a valid and reliable assessment of an individual's knowledge, skills, and abilities.
- A registered apprenticeship program.
- A public regulatory agency, upon an individual's fulfillment of educational, work experience, or skill requirements that are legally necessary for an individual to use an occupational or professional title or to practice an occupation or profession (e.g., FAA aviation mechanic certification, state certified asbestos inspector).
- A program that has been approved by the Department of Veterans Affairs to offer education benefits to veterans and other eligible persons.
- Job Corps centers that issue certificates.
- Institutions of higher education which is formally controlled, or has been formally sanctioned, or chartered, by the governing body of an Indian tribe or tribes.

**Co-Enrollment** Older youth participants, aged 19-21, who are simultaneously enrolled in both the WIA Youth Program, as a youth, and in the WIA WorkSource/One Stop system, as an adult.

**Cognizant Agency** (*OMB Circular A-87*) - The Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under this circular on behalf of all Federal agencies. OMB publishes a listing of cognizant agencies. Ordinarily, the Federal agency providing the bulk of the funding is the cognizant agency.

**Cognizant Agency for Audit** (*DOL Regulations 29 CFR 99.400(a)*) - The Federal awarding agency that provides the predominant amount of direct funding to a direct recipient unless OMB makes a specific agency cognizant for audit.

**Common Measures** (*DOL Training and Employment Guidance Letter 28-04 dated April 15, 2005*) - Common performance measures are a management tool. The value of implementing a set of common performance measures is the ability to describe in a similar manner the core purposes of the workforce system—how many people found jobs; did they keep their jobs; and what were their earnings. Key attributes include:

- Universal language for measuring performance.
- Employment-focused measures for adult programs, and skill attainment measures for youth programs.
- Designed in partnership with other federal employment and training agencies.

**Community-Based Organization** (*WIA Section 101(7)*) -The term “community-based organization” means a private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.

**Concurrent Enrollment** Concurrent enrollment occurs when a participant is enrolled in programs under two or more WIA funding sources at one time or is receiving both WIA funded staff-assisted and non-WIA services. At the time of exit, all funding sources are to take the identical exit outcome for these participants, when all funding sources end at the same time. If the participant enters unsubsidized employment, all funding sources will show the placement.

**Corrective Action** (*DOL Regulations 29 CFR 99.105*) - Action taken by the auditee that (1) corrects identified deficiencies, (2) produces recommended improvements, or (3) demonstrates that audit findings are either invalid or do not warrant auditee action.

**Core Services** Core services include eligibility determinations; outreach; intake; orientation to the WorkSource system; initial assessment; employment statistics; performance information on eligible training providers and the WorkSource delivery system; information regarding filing for unemployment compensation, supportive services and referrals to supportive services; assistance in establishing eligibility for other training and education programs; resource room usage; internet accounts; initial development of employment plans; talent referrals; workshops on LMI, employment strengths and weaknesses; and job clubs that are not staff-assisted.

**Core Services** Each collaborative must provide youth with access to the following ten core elements;

- Adult Mentoring
- Alternative secondary education
- Guidance and counseling
- Leadership development opportunities
- Occupational skills training
- Paid/unpaid work experience
- Summer employment opportunities
- Supportive services
- Tutoring

- 12-months post program follow-up

**Cost Allocation Plan (CAP)** (OMB Circular A-87) - Central service cost allocation plan, public assistance cost allocation plan, and indirect cost rate proposal.

**Cost Reimbursable** (DOL Regulations 29 CFR 97.36) (sometimes referred to as cost reimbursement contract) where the awarding agency reimburses all reasonable, allowable, and allocable costs incurred in performing the work up to a predetermined ceiling that the awardee may not exceed (except at its own risk) without the approval of the Contracting/Agency.)

**Cost Sharing or Matching** (DOL Regulations 29 CFR 97.3) - The value of the third party in-kind contributions and the portion of the costs of a Federally assisted project or program not borne by the Federal government.

**Costs Recommended for Disallowance** are costs identified by auditors that are supported by accounting records but are a violation of law, regulation or contract, or are determined unreasonable by the auditor.

**County of Los Angeles** Community and Senior Services Department (CSS), Department Head or designee and/or Board of Supervisors.

**Credential** A nationally recognized degree or certificate or state/locally recognized credential. Credentials include, but are not limited to, a high school diploma, GED, or other recognized equivalents, post-secondary degrees/certificates, recognized skill standards, and licensure or industry-recognized certificates. States should include all state education agency recognized credentials. In addition, states should work with local workforce investment boards to encourage certificates to recognize successful completion of the training services listed above that are designed to equip individuals to enter or re-enter employment, retain employment, or advance into better employment. (Please note: this term applies to the current WIA statutory youth measures only, it does not apply to the common measures).

**Date of Exit** Represents the last day on which the individual received a service funded by the program or a partner program (see definition of "exit").

**Date of Participation** Represents the first day, following a determination of eligibility (if required), that the individual begins receiving a service funded by the program (see definition of participant).

**Department Of Labor (DOL)** The department of the federal government responsible for the governance of the workforce investment system.

**Diploma** – The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma. The term diploma also includes post-secondary degrees including Associate (AA and AS) and Bachelor Degrees (BA and BS).

**Disabled Youth** - see entry under "Individual with a Disability"

**Disadvantaged Youth** (*WIA Section 127*) - Subject to paragraph (3), the term “disadvantaged youth” means an individual who is age 16 through 21 who received an income, or is a member of a family that received a total family income, that, in relation to family size, does not exceed the higher of:

- the poverty line; or
- 70 percent of the lower living standard income level.

**Disallowed Costs** (*DOL Regulations 29 CFR 95.2*) - Those charges to an award that the DOL determines to be unallowable, in accordance with the applicable Federal cost principles or other terms and conditions contained in the award.

**DOL Common Performance Measures**

- A. **Placement in Employment or Education:** Of those who are not in post-secondary education (including the military) at the date of participation. The number of youth participants who are in employment (including the military) or enrolled in post-secondary education and/or advanced training/occupational skills training in the first quarter after the exit quarter divided by the number of youth participants who exit during the quarter.
- B. **Attainment of a Degree or Certificate:** Of those enrolled in education (at the date of participation or at any point during the program). The number of youth participants who are in education and attain a diploma, GED, or certificate by the end of the third quarter after the exit quarter divided by the number of youth participants who exit during the quarter.
- C. **Literacy and Numeracy Gains:** Of those Out-of-School Youth who are basic skills deficient. The number of youth participants who increase one or more educational functioning levels divided by the number of participants who have completed a year in the youth program (i.e., one year from the date of first youth program service) plus the number of participants who exit before completing a year in the youth program.

**Dual Outcome** A participant achieving the necessary requirements to have two allowable outcomes applied to their termination, such as completing a GED and securing unsubsidized employment as a result of their participation in the WIA Youth program.

**Educational Gain** – At post-test, participant completes or advances one or more educational functioning levels from the starting level measured on entry into the program (pre-test).

**Eligible Training Provider** California established the Eligible Training Provider List (ETPL) in compliance with the Workforce Investment Act. The purpose of the ETPL is to provide customer-focused employment training for adults and dislocated workers. ([etpl.edd.ca.gov/wiaetplind.htm](http://etpl.edd.ca.gov/wiaetplind.htm)). For inclusion on the ETPL, eligible training providers must meet the requirement for program approval under I-TRAIN.

**Employed** (*DOL's WIA Title I-B Standardized Record Data (WIASRD), Item 115; State Directive WIAD04-18*) - An employed individual is one who is currently working as a paid



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employee or who works in his or her own business, profession or farm, or works 15 hours or more as an unpaid worker on a farm or in an enterprise operated by a member of the family, or is one who is not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time off, and whether or not seeking another job.

*Note: This information is to be collected from the registrant at registration, not from wage records.*

Also see Not Employed.

**Employed at the Date of Participation** – An individual employed at the date of participation is one who:

- Did any work at all as a paid employee on the date participation occurs (except the individual is not considered employed if: a) he/she has received a notice of termination of employment or the employer has issued a Worker Adjustment and Retraining Notification (WARN) or other notice that the facility or enterprise will close, or b) he/she is a transitioning service member;
- Did any work at all in his/her own business, profession, or farm;
- Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family; or
- Was not working, but has a job or business from which he/she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, regardless of whether paid by the employer for time off, and regardless of whether seeking another job.

**Employed at Registration** – An employed individual is one who, during the 7 consecutive days prior to registration:

- Did any work at all as a paid employee in his or her own business, profession, or farm;
- Worked 15 hours or more as an unpaid worker in an enterprise operated by a member of the family, or
- Is one who was not working, but has a job or business from which he or she was temporarily absent because of illness, bad weather, vacation, labor-management dispute, or personal reasons, whether or not paid by the employer for time-off, and whether or not seeking another job.

**Employed in Quarter After Exit Quarter** – The individual is considered employed if Unemployment Insurance Wage records for the quarter after exit show earnings greater than zero. Unemployment Insurance Wage records will be the primary data source for tracking employment in the quarter after exit. When supplemental data sources are used, individuals should be counted as employed if, in the calendar quarter after exit, they did any work at all as paid employees (i.e., received at least some earnings), worked in their own business, profession, or worked on their own farm.

**Employed in the Second or Third Quarter After the Exit Quarter** The individual is considered employed if wage records for the second or third quarter after exit show

earnings greater than zero. Wage records will be the primary data source for tracking employment in the quarter after exit.

When supplemental data sources are used, individuals should be counted as employed if, in the second or third calendar quarter after exit, they did any work at all as paid employees, worked in their own business, profession, or worked on their own farm.

**Employment Readiness Skills** The basic skills that assist an individual to find and sustain employment, such as, world of work awareness, labor market knowledge, career planning, job search techniques, leadership, allocating resources, team work, and interpersonal skills.

**English Literacy Program** The term “English literacy program” means a program of instruction designed to help individuals of limited English proficiency achieve competence in the English language.

**Equipment** (*OMB Circulars A-21, A-87, A-122; DOL Regulations 29 CFR 95.3 and 97.3; WIA Regulations 20 CFR 667.260*) - Tangible nonexpendable personal property, including exempt property charged directly to the award, having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with recipient policy, lower limits may be established. Equipment includes, but is not limited to, equipment acquired before the publication of these regulations and equipment transferred from prior years. A grantee may use its own definition of equipment provided that such definition at least includes all equipment defined above.

**Evaluation** – Process of collecting and analyzing data on various aspects of a program, usually for the purpose of program planning and goal setting, securing funding, improving processes and outcomes, and allocating resources. Includes formative (collecting and analyzing data to focus on “what’s working and what needs to be improved”) and summative (collecting and analyzing to investigate “what’s been achieved” in a program).

**Exit** - The term “program exit” means a participant does not receive a service funded by the program or funded by a partner program for 90 consecutive calendar days and is not scheduled for future services. (See Section 6. B. 2. of the TEGl for exceptions to the program exit definition). Exits are determined as follows:

- A participant who has a date of case closure, completion or known exit from WIA-funded or non-WIA funded partner service within the quarter (hard exit); or
- A participant who does not receive any WIA Title I funded or non-WIA funded partner service for 90 days and is not scheduled for future services except follow-up services (soft exit).

**Exit Date** – The last date on which WIA Title I funded or partner services were received by the individual excluding follow-up services.

**Exit Quarter** – Represents the calendar quarter in which the date of exit is recorded for the individual.

**Females Seeking Non-Traditional Occupations** A Non-Traditional Occupation for women is one in which women comprise 25% or less of the total employment for that occupation. This term is further defined at <http://www.dol.gov/wb/factsheets/nontra2007.htm>.

**Final Determination** (WIA regulations 20 CFR 667.200(b), 667.500(a); State Directive WIAD01-3) - The awarding agency's final decision to disallow the cost and the status of nonmonetary (administrative) findings.

**Follow-Up** To be conducted for 12 months after exit, and may include leadership, support services, employer contact (including help with work related problems, help with job advancement career development and further education), peer support groups (work related), adult mentoring, and tracking employment progress. The level and nature of follow-up services must be individualized, and determined on a case-by-case basis.

**Follow-up services** - Follow-up services may include, but are not limited to: additional career planning and counseling; contact with the participant's employer, assistance with work-related problems; peer support groups; information about additional educational opportunities, supportive services and referral to supportive services available in the community. Training is not an allowable service after the participant has exited the program.

**Foster Care Youth** A youth under 18 years of age (to 21 years of age under specific circumstances) who is being provided 24-hour care and supervision by someone other than a parent/legal guardian in a location other than his or her own home.

**GAAP** (DOL Regulations 29 CFR 99.105 )- Generally Accepted Accounting Principles. Accounting rules and procedures established by authoritative bodies or conventions that have evolved through custom and common usage. Has the meaning specified in generally accepted government auditing standards (GAGAS). [OMB Circular A-133] Issued by the American Institute of Certified Public Accountants (AICPA).

**GAGAS** (DOL Regulations 29 CFR 95.2 )- Generally Accepted Government Auditing Standards issued by the Comptroller General of the United States, which are applicable to financial audits.

**Guidance and Counseling** A service activity provided to develop positive attitudes towards learning and social behavior, self-esteem building, decision-making leading towards future careers and responsible citizenship.

**High Growth Industries** have been identified as the following industries in the private sector:

- Healthcare;
- Construction;
- Hospitality and Tourism;
- Engineering and Green Jobs;
- Bio Technology;
- Transportation and Logistics;
- Finance; and

- Utilities.

**High School Diploma Equivalent** – A GED or high school equivalency diploma recognized by the State.

**Homeless** (*WIA Section 101(13)(C)(iii); Stewart McKinney Homeless Assistance Act, Section 103*) - An individual who lacks a fixed, regular, and adequate nighttime residence; and who has a primary nighttime residence that is:

- A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing for the mentally ill); **or**
- An institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, regular sleeping accommodations for human beings.

**Homeless Individual** Any adult or youth who lacks a fixed, regular, adequate nighttime residence; or an adult or youth who has a primary nighttime residence that is:

- (A) A publicly or privately operated shelter for temporary accommodation (including welfare hotels, congregate shelters, and transitional housing for the mentally ill);
- (B) An institution providing temporary residence for individuals intended to be institutionalized, or
- (C) A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings.

The term "homeless" does not include a person imprisoned or detained pursuant to an Act of Congress or a State law.

**Incentives** A reward for achieving pre-determined measurable performance benchmarks, as documented in the ISS. Incentive payments cannot exceed \$300.00 for the program year.

**Individual of Limited English Proficiency** (*WIA Section 203(10)*) - The term "individual of limited English proficiency" means an adult or out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language, and:

- whose native language is a language other than English; or
- who lives in a family or community environment where a language other than English is the dominant language.

**Individual with a Disability** (*WIA Section 101(17); WIA Regulations 20 CFR 664.250; Americans with Disabilities Act of 1990, Section 3*) - An individual with a disability is one who has a physical or mental disability which, for such individual, constitutes or results in a substantial handicap to employment

*Note: Suggested definition for substantial handicap to employment: A loss of occupational choices of a class or group of jobs due to a disability (i.e., significant diminishment of occupational choices).*

**Individual Training Accounts (ITAs)** (WIA Regulation 20 CFR 663.410) - An "Individual Training Account (ITA)" is voucher used by the WIA service provider to pay for (or obligate) the occupational classroom training costs of an individual adult WIA client.

- The ITA is for tuition costs only. All other training related costs may be paid for, but they are not a part of the ITA.
- The dollar amount of each ITA varies based on local WIA service provider policy and identified tuition costs.

The ITA may only be redeemed by schools and vendors for programs that meet both the WISF Vendor procurement requirements and the State requirements for inclusion on the State ETPL (Eligible Training Provider List).

**Individual of Limited English Proficiency** - An adult or out-of-school youth who has limited ability in speaking, reading, writing, or understanding the English language, and,

- Whose native language is a language other than English; or
- Who lives in a family or community environment where a language other than English is the dominant language.

**Indirect Cost Rate** The organization's central management and administrative functions, general expenses, and selected joint COSTS necessary to overall operations are normally identified as indirect costs and budgeted for and distributed through an indirect cost rate. These costs are not readily assignable to specific awards and activities because a direct relationship to cost objectives cannot be shown or would be somewhat arbitrary in nature.

**Individual Service Strategy (ISS)** Identifies employment goals (including non-traditional employment), appropriate achievement objectives, and appropriate services for the participant. All WIA Youth service providers must provide an objective assessment of the academic levels, skills levels, and service needs of each participant. Assessment shall include a review of basic skills, interests, and aptitudes (including interests and aptitudes for non-traditional jobs, supportive service needs, and developmental needs of the participant).

The ISS must identify age-appropriate career goals and take into consideration assessment results for each youth. The TSS must also include tangible benchmarks to evaluate progress regularly. The ISS is an individualized tool custom developed to suit the needs of each participant. Therefore, it is unlikely that any two will be the same for any number of WIA Youth participants.

**Intensive Services** – Includes, but is not limited to, comprehensive assessments; in-depth interviewing; completion of an individual employment plan; counseling, career planning; case management; and short-term prevocational services, out-of-area job

search, work experience, internship, vocational guidance services, classes in basic skills or ESL or GED.

**Internships** A planned, structured learning experience that is provided through contractual supervised worksite training by an employer in the public, private nonprofit, or private sector.

An Internship will not generally exceed 1,040 hours and will be designed to provide the experience needed to explore careers and to secure higher paying, higher skilled employment.

Labor standards apply in any internship where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists.

There is no expectation that the trainee will be retained in employment after the training period.

**Job Search** A core service that helps an individual seek, locate, apply for, and obtain a job. It may include but is not limited to, job finding skills, orientation to the labor market, resume preparation assistance, development of a job search plan, job development, referrals to job openings, job placement services, job finding clubs, job search workshops, vocational exploration, relocation assistance, and re-employment services, such as orientation, skills determination and pre layoff assistance.

**Job Search Assistance** The provision of instruction and to give a participant skills in acquiring full-time employment. The services may include, but are not limited to: resume writing, interviewing skills, labor market guidance, telephone techniques, information on job openings, and job acquisition strategies, as well as the provision of office space and supplies for the job search.

**Job Readiness** Services that provide individual or group training for people who want to learn the behaviors and techniques that are required for job retention. The training addresses regular attendance, punctuality, appropriate dress, adapting to supervision, employee rights and responsibilities and related topics.

**Labor Market Area** (*WIA Section 101(18)*) - An economically integrated geographic area within which individuals can reside and find employment within a reasonable distance or can readily change employment without changing their place of residence. Such an area shall be identified in accordance with criteria used by the Bureau of Labor Statistics of the DOL in defining such areas or similar criteria established by a Governor.

**Last Expected Service** Occurs when the participant completes the activities outlined in his or her service strategy or service plan and there are no additional services expected other than supportive or follow-up services. Last expected service may also occur in situations where the participant voluntarily or involuntarily discontinues his or her participation in services outlined in the service plan.

**Last Expected Service Date** This date is used to determine when a customer becomes a part of the sampling frame for the customer satisfaction survey. In many

instances, this date will be the same as the exit date. In situations where a case was ended, reopened within 90 days of the original closure date, and then ended again, the date used to determine inclusion in the sampling frame is the initial last expected service date. This date is also the date that triggers follow-up services as long as no additional services are provided (other than supportive or follow-up services) 90 days following this date.

**Leadership Development Opportunities** These are activities which foster positive social behavior and soft skills, decision making, team work, and other activities including, but not limited to:

- Exposure to post-secondary educational opportunities
- Community and service teaming projects
- Peer-centered activities, including peer mentoring and tutoring
- Organizational and team work training, including team leadership training
- Training in decision-making, including, determining priorities
- Citizenship training, including skills teaming such as parenting, work behavior training, and budgeting of resources
- Employability
- Positive social behaviors (e.g. positive attitudinal development)
- Self-esteem building, cultural diversity training and work simulation activities

**Leverage** Includes matching, cost sharing, and cash contributions. Leveraged resources can include a wide range of in-kind and non-WIA funded Benefits from personnel, volunteers, facilities, materials and direct participant costs paid from other public and private resources. Public resources can include co-enrollment in other federal funded programs, private grants, paid internships, supervisor hours, public education instructional services, donated materials, etc.

**Limited English** Refer to "Individual of Limited English Proficiency."

**Literacy** (*WIA Section 203*) – An individual's ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job, in the family of the individual, and in society.

**Literacy Skills Deficient** An individual who computes or solves problems, reads, writes or speaks English at or below grade level 8.9; or is unable to compute or solve problems, read, write or speak English at a level necessary to function on the job, in the Individual's family or in society.

**Local Workforce Investment Area (LWIA)** LWIAs are Governor-designated administer sub-state areas that administer services under the Workforce Investment Act (WIA). Factors that are considered in designating these LWIAs include geographic location, population, and commonality of labor market areas.

**Los Angeles County Workforce Investment Board (WIB)** The Los Angeles County Workforce Investment Board (WIB) administers the Workforce Investment Act (WIA) programs in Los Angeles County.

**Low Income** An individual who falls within one or more of the following groups:

- Receives public assistance
- Meets federal poverty guidelines
- Homeless
- Foster child

**Low-Income Individual** (*WIA, Section 101(25)*) – An individual who—

- Receives, or is a member of a family that receives, cash payments under a Federal, State, or local income-based public assistance program;
- Received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, cash payments under a Federal, State, or local income-based public assistance program, and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of:
  1. The poverty line, for an equivalent period; or
  2. 70 percent of the lower living standard income level, for an equivalent period;
- Is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.);
- Qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302);
- Is a foster child on behalf of whom State or local government payments are made; or
- In cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in the first or second criteria listed above, but who is a member of a family whose income does not meet such requirements.

**Lower Living Standard Income Level (LLSIL)** (*WIA Section 101(24)*) – That income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary of Labor based on the most recent lower living family budget issued by the Secretary of Labor.



**Memorandum of Understanding** - An agreement, between the local board and the required one-stop partners, relative to the operation of the One Stop system that meets the requirements of the federal WIA regulations (Section 662.300), including a description of services, how the cost of the identified services and operating costs of the one-stop system will be funded, methods for referrals, duration of memorandum and procedures for amendments.

**Military Service** Reporting for active duty.

**Nonmonetary Finding** (*State Directive WIAD01-3*) - An audit conclusion concerning deficiencies in the auditee's management or financial controls, procedures or systems.

**Nonprofit Organization** (OMB Circular A-122) - Any corporation, trust, association, cooperative, or other organization which (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "nonprofit organization" excludes (a) colleges and universities; (b) hospitals; (c) State, local, and Federally recognized Indian tribal governments; and (d) those nonprofit organizations that are excluded from coverage of this circular in accordance with Paragraph 5. The organizations excluded from coverage are large and operate as commercial concerns for purposes of applicability of cost principles. They are listed in Attachment C to the circular.

**Nontraditional Employment** (*WIA Section 101(26)*) – Occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupation or field of work.

**Not Employed** (*DOL's WIA Title I-B Standardized Record Data (WIASRD), Item 115; State Directive WIAD04-18*) - An individual who does not meet the definition of employed or who, although employed, has received notice of termination of employment, or has been engaged in stopgap employment since dislocation.

**Not Employed at the Date of Participation** - An individual is also considered *not employed at the date of participation* when he/she (a) did no work at all as a paid employee on the date participation occurs, (b) has received a notice of termination of employment or the employer has issued a WARN or other notice that the facility or enterprise will close, or (c) is a transitioning service member.

**Occupational Skills Goal** A measurable increase in primary occupational skills encompassing the proficiency to perform actual tasks and technical functions required by certain occupational fields at entry, intermediate or advanced levels. Secondary occupational skills entail familiarity with and use of set-up procedures, safety measures, work-related terminology, record keeping and paperwork formats, tools, equipment and materials, and breakdown and clean-up routines. (Please note: this term applies to the current WIA statutory youth measures only, it does not apply to the common measures).

**Occupational Skills Training** Instruction conducted in an institutional or work site setting designed to provide or upgrade individuals with the technical skills and information required to perform a specific job or group of jobs such as auto mechanics, health services, or clerical training. Includes job-specific competency training, job-

specific school-to-work apprenticeship programs, on-site industry specific training, customized training, entrepreneurial training, internships and pre-apprenticeship training.

**Offender** (WIA, Section 101(27)) - Any adult or juvenile:

- Who is or has been subject to any stage of the criminal justice process, for whom services under this Act may be beneficial; **or**
- Who requires assistance in overcoming artificial barriers to employment resulting from a record of arrest or conviction.

**On-the-Job Training** (WIA, Sections 101(31), 134, 136, 181, 188; WIA Regulations 20 CFR 663.300-663.320, 663.700-663.710, 667.272, 667.275) – Training by an employer that is provided to a paid participant while engaged in productive work in a job that:

- Provides knowledge or skills essential to the full and adequate performance of the job;
- Provides reimbursement to the employer of up to 50 percent of the wage rate of the participant, for the extraordinary costs of providing the training and additional supervision related to the training; and
- Is limited in duration as appropriate to the occupation for which the participant is being trained, taking into account the content of the training, the prior work experience of the participant, and the service strategy of the participant, as appropriate.

**On-the-Job Training (OJT)** Training provided by an employer to anyone over 17 years of age, for which up to 50% of the wage can be reimbursed for a pre-determined number of hours or weeks. Wage reimbursement compensates the employer for the extraordinary cost of training on the job. The length of an OJT Term is up to the time it takes for the participant to become proficient in the occupation chosen.

**One-Stop Centers / WorkSource Center** – Los Angeles County One-Stops operate under the brand name of WorkSource Centers. A Comprehensive WorkSource Center, certified in the WorkSource Center System must provide all information and services required under legislation to customers of the workforce development system.

- To be designated a WorkSource Center (One-Stop); an entity **must** operate a universal access resource area and be able to:
  - 1) Deliver all the WIA required Core, Intensive, and Training Services
  - 2) Obtain and maintain the appropriate technology including CalJOBS
  - 3) Meet the criteria for Leadership Standards, Strategic Planning, Customer and Market Focus Quality Standards, Information and Analysis Quality Standard, Human Resource Development and Management, Process Management, Business Results as delineated in the One-Stop (WorkSource Center) Application
  - 4) Provide onsite, electronic, or referral-based linkages with all the mandatory federal and state partners prescribed by legislation

A WorkSource Center must be able to provide Core Services such as:

- Determination of eligibility;
- Outreach, intake, and orientation;
- Initial assessment;
- Job search and placement assistance;
- Employment statistics information; job listing, skills needed, demand occupations;
- Performance information and program cost information on eligible providers;
- Information on how the local area is performing on performance measures;
- Accurate information on the availability of support services;
- Information on filing for unemployment compensation;
- Assistance in establishing eligibility for Welfare-to-Work activities; financial assistance; and
- Follow-up services for not less than 12 months after the first day of employment (includes job counseling)

A WorkSource Center must provide Intensive Services such as:

- Comprehensive and specialized assessments;
- Diagnostic testing;
- Evaluation of barriers to employment and employment goals;
- Development of an individual employment plan;
- Counseling;
- Career planning;
- Case management; and
- Pre-vocational services.

A WorkSource Center must provide Training Services such as (any occupational classroom training not provided by an employer must be ITRAIN approved):

- Occupational skills training;
- On-the-job training;
- Combined workplace training with related instruction;
- Training programs operated by the private sector;
- Skills upgrade and retraining;
- Entrepreneurial training;
- Adult education and literacy activities combined with the other training listed in this section; and
- Customized training conducted with a commitment by an employer(s).

**One-Stop Partner** (*WIA Section 101(30)*) - (a) An entity described in Section 121(b)(1); and (b) an entity described in Section 121(b)(2) that is participating, with the approval of the local board and chief elected official, in the operation of a One-Stop delivery system.

**Orientation** The process by which employment program staff describe the features and benefits of a workforce development program to potential applicants. This can be done individually or in groups.

**Out-of-School Youth** (*WIA, Section 101(33); DOL's TEGL 14-00, Change 1; State Directive WIAD04-18*) – Out-of-School Youth are defined as all eligible youth:

- Except those who are attending any school and have not received a secondary school diploma or its recognized equivalent; and
- Except those who are attending post-secondary school and are not basic skills deficient.

**Outcomes** Another term for performance measurement criteria used to evaluate the effectiveness of a job training or placement program. Traditional criteria used to measure workforce development programs include number of job placements and percentage of retained employees after six months or one year.

**Outreach or Recruitment** - An active effort to encourage individuals to avail themselves of program services.

**Paid Work Experience** is defined as paid work in a public or private sector designed to introduce Youth who have little or no experience to the work environment. Depending on the needs of the Youth, the average work experience will be a minimum of 160 hours. The hourly rate for the Work Experience will be \$8.00.

**Participant** (*WIA Section 101(34); WIA Regulations 20 CFR 660.300*)– An individual who has been determined to be eligible to participate in and who is receiving services (except follow-up services authorized under Title I of the Workforce Investment Act) under a program authorized by Title I of the Workforce Investment Act. Participation shall be deemed to commence on the first day, following determination of eligibility, on which the individual began receiving subsidized employment, training, or other services provided under Title I of the Workforce Investment Act.

**Partnerships** – Collaborative partnerships establish common goals and agree to pool resources, jointly plan, implement and evaluate partnership activities. Cooperative partnerships involve partners who help each other to meet respective organization goals, without making substantial changes in the services each provide.

**Participation Quarter** – Represents the calendar quarter in which the date of participation is recorded for the individual.

**Post-Secondary Education** (*WIA Section 101(35)*) – A program at an accredited degree-granting institution that leads to an academic degree (e.g., AA, AS, BA, BS). Does not include programs offered by degree-granting institutions that do not lead to an academic degree.

**Post-test** A test administered to a participant at regular intervals during the program.

**Pre-apprenticeships/Apprenticeships** are in key industry sectors including construction, hospitality and health care. Pre-apprenticeship opportunities can be paid from the Subsidized Employment Program. Apprenticeships are paid by the employer. The apprenticeships time frame will be in accordance with the industry standards. The hourly rate for the apprenticeship will be driven by the rate of pay for entry level staff in

the sector (including salary and benefits) in the given sector consistent with available data (EDD-LMI, ONET [www.onetonline.org/find/career](http://www.onetonline.org/find/career)).

**Pre-test** A test used to assess a participant's basic literacy skills, which is administered to a participant up to six months prior to the date of participation, if such pre-test scores are available, or within 60 days following the date of participation.

**Pregnant or Parenting** (*WIA Sections 101(13), 129(c)(5)(D)*) - An individual (not less than 14 and not more than age 21) who is pregnant or a youth (male or female) who is providing custodial care for one or more dependents under the age of 18.

**Prior Approval** (*OMB Circular A-122*) - Securing the awarding agency's permission in advance to incur cost for those items that are designated as requiring prior approval by the circular. Generally, this permission will be in writing. Where an item of cost requiring prior approval is specified in the budget of an award, approval of the budget constitutes approval of that cost.

**Probation Youth** Any person under the age of 18 years when he or she violates any law of this state as defined in WIC 601-608, the United States or any ordinance of any city or county of this state defining crime other than an ordinance establishing a curfew based solely on age, is within the jurisdiction of the juvenile court, which may adjudge such person to be a ward of the court.

**Program Activities** Direct or indirect services provided by a collaborative or outside entity designed to achieve desired outcomes. Examples are adult mentoring, client management, computer literacy training, work experience, etc.

**Program Income** (*WIA Section 195 (7)(A); Regulations 20 CFR 677.200; State Directive WIAD01-6*) - Gross income earned by a recipient or subrecipient that is directly generated by a supported activity or earned as a result of the award. Program income includes, but is not limited to, income from fees for services performed, the use of rental of personal property acquired under federally funded projects, the sale of commodities or items fabricated under an award, and license fees and royalties on patents and copyrights.

For purposes of the Workforce Investment Act ((WIA) program income includes revenue in excess of costs incurred for services provided by a governmental or nonprofit entity (20 CFR 667.200(a)(6) and interest income earned on funds received under WIA (20 CFR 667.200(a)(7).

Program income does not include the receipt of rebates, credits, discounts, etc. or interest earned on any of them. Reimbursement of rent payments by One Stop Center partners is not program income. It is a credit to the rent line item of the contract and is not to be treated as program income.

**Public Assistance** (*WIA Section 101(37); State Directive WIAD04-18*)— The term public assistance means federal, state or local government cash payments for which eligibility is determined by a needs or income test. The statutory definition of public assistance contains a two-part test:

- (1) the program must provide cash payments, and
- (2) eligibility for the program must be determined by a needs or income test

**Qualified Apprenticeship** A program approved and recorded by the ETA/Bureau of Apprenticeship and Training (BAT) or by a recognized State Apprenticeship Agency (State Apprenticeship Council). Approval is by certified registration or other appropriate written credential.

**Questioned Costs** (*OMB Circular A-133; State Directive WIAD01-3*) - Costs questioned by auditors that are not properly supported by accounting records, are related to a violation of law, regulation or contract, or appear unreasonable.

**Resource Leveraging** The process of integrating existing community resources, e.g., Los Angeles County health programs, state funded childcare facilities or youth services organizations into a program so its resources are maximized.

**Reasonableness** is a term that means that a cost or price is not greater than what one would expect an ordinarily competent and prudent person to charge when conducting business in a competitive environment.

**Register** (*WIA Regulations 20 CFR 660.300*) means the process for collecting information to determine an individual's eligibility for services under WIA title I. Individuals may be registered in a variety of ways, as described in 20 CFR 663.105 and 20 CFR 664.215.

**Responsible Entity** is one that has been determined to: (1) have adequate financial resources to perform the contract or the ability to obtain such resources; (2) be able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and business commitments; (3) have a satisfactory performance record; (4) have a satisfactory record of integrity and business ethics; (5) have the needed organization, experience, accounting, operational control and technical skills or ability to obtain them; (6) have adequate production, construction or technical equipment and needed facilities or the ability to obtain them; and (7) be both qualified and eligible to receive the award under applicable law and regulation."

**School Dropout** (*WIA Section 101(39); WIA Regulations 20 CFR 664.310*) – An individual who is no longer attending any school and who has not received a secondary school diploma or its recognized equivalent.

*Note: Youth enrolled in alternative schools are not dropouts. A youth's dropout status is determined at the time of application*

**Self-Sufficiency Motion** A March 2, 2011, Los Angeles County Board of Supervisors motion establishing Youth Self-Sufficiency as a County-wide goal for system-involved youth including foster and probation youth.

**Secondary School** (*WIA Section 101(40)*) - The term "secondary school" has the meaning given the term in Section 14101 of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 8801).

**Secretary's Commission On Achieving Necessary Skills (SCANS)**

Incorporates competencies, foundation skills and personal qualities that are needed for solid job performance.

**Selective Service/Military Status** (*WIA, Section 189(h)*) - Each individual participating in any program or activity established under WIA, or receiving any assistance or benefit under WIA, must comply with Section 3 of the Military Selective Service Act

All males who are at least 18 years of age and born after December 31, 1959, and who are not in the armed services on active duty must be registered. Click on the following website address for more information on who must register:  
<http://www.sss.gov/FSwho.htm>

*Note: A youth who becomes 18 years of age while participating in a WIA program must register within 30 days of his 18th birthday; otherwise, he will become ineligible for services and must be exited from the program. For information pertaining to on-line access to DD 214 forms (Certificate of Release or Discharge from Active Duty), see "Veteran" below.*

**Self-Sufficiency** (*WIA Section 134(d)(3)(A)(ii); WIA Regulations 20 CFR 663.230*) - Local WIBs (in California) must set criteria for determining whether employment leads to self-sufficiency. At a minimum, such criteria must provide that self-sufficiency means employment that pays at least the lower living standard income level (see reference above).

**Service Provider** (*WIA Section 142*) means a public agency, private nonprofit organization, or private-for-profit entity that delivers educational, training, employment or supportive services to grant participants. Awards to service providers may be made by subgrant, contract, subcontract, or other legal agreement.

**Share** (*DOL Regulations 29 CFR 97.3*) - When referring to the awarding agency's portion of real property, equipment, or supplies, means the same percentage as the awarding agency's portion of the acquiring party's total costs under the grant to which the acquisition cost of the property was charged. Only costs are to be counted, not the value of third-party in-kind contributions.

**Skills Attainment** Of all In-School youth and any Out-of-School youth assessed to be in need of basic skills, work readiness skills, and/or occupational skills compute the total number of basic skills goals attained by younger youth, plus number of work readiness skills goals attained by younger youth plus number of occupational skills goals attained by younger youth, divided by the total number of basic skills goals, plus the number of work readiness skills, plus the number of occupational skills goals set.

**Soft Skills** Transferable skills that are necessary regardless of occupation or of employment, such as, good attitudes, interpersonal skills, etc.

**Subcontract** A legal agreement which an organization, not signatory to the County contract agrees to provide activities/services or materials necessary to fulfill the original County agreement.

**Subgrant** (*WIA Regulations 20 CFR 660.300*) means an award of financial assistance in the form of money, or property in lieu of money made under a grant by a grantee to

an eligible subrecipient. The term includes financial assistance when provided by contractual legal agreement, but does not include procurement purchases, or does it include any form of assistance that is excluded from the definition of Grant in this part.

**Successful Bidder** means any agency having a Master Agreement and Work Order with County. For purposes of the Workforce Investment Act of 1998 (WIA) and the One-Stop System, the term includes local Workforce Investment Areas, subrecipients, and/or administrative entities, their subrecipients and vendors and any other entity that receives federal and/or state dollars for the operation of employment and training programs and delivery of services, either directly or indirectly.

**Subrecipient** (*WIA Regulations 20 CFR 660.300*) means an entity to which a subgrant is awarded and which is accountable to the recipient (or higher tier subrecipient) for the use of the funds provided. DOL's audit requirements for States, local governments, and non-profit organizations provide guidance on distinguishing between a subrecipient and a vendor at 29 CFR 99.210.

**Supportive Services** (*WIA Section 101(46)*) – Services such as transportation, child care, dependent care, housing, and needs-related payments, that are necessary to enable an individual to participate in activities authorized under this title, consistent with the provisions of this title.

**Third-Party In-Kind Contributions** (*DOL Regulations 29 CFR 95.2*) - The value of non-cash contributions provided by non-Federal third parties. Third-party in-kind contributions may be in the form of real property, equipment, supplies, or other expendable property, and the value of goods and services directly benefiting and specifically identifiable to the project or program.

**Training Services** WIA-funded and non-WIA funded partner-training services available to adults and dislocated workers:

- Who have met the eligibility requirements for intensive services and who are unable to obtain or retain employment through such services;
- Who after an interview, evaluation, or assessment, and case management, have been determined by a one-stop operator or one-stop partner, as appropriate, to be in need of training services and to have the skills and qualifications to successfully participate in the selected program of training services;
- Who select programs of training services that are directly linked to the employment opportunities in the local area involved or in another area in which the adults or dislocated workers receiving such services are willing relocate;
- Who are unable to obtain other grant assistance for such services, including Federal Pell Grants established under title IV of the Higher Education Act of 1965 (20 U.S.C. 1070 et seq.); or; require assistance beyond the assistance made available under other grant assistance programs, including Federal Pell Grants; and



- Who are determined to be eligible in accordance with the priority system, if any.

Training services include:

1. Occupational skills training, including training for nontraditional employment; on-the-job training;
2. On-the-job training;
3. Programs that combine workplace training with related instruction, which may include cooperative education programs;
4. Training programs operated by the private sector;
5. Skill upgrading and retraining;
6. Entrepreneurial training;
7. Job readiness training;
8. Adult education and literacy activities in combination with other training; and
9. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

**Unemployed Individual** (*WIA Section 101(47)*) -The term “unemployed individual” means an individual who is without a job and who wants and is available for work. The determination of whether an individual is without a job shall be made in accordance with the criteria used by the Bureau of Labor Statistics of the Department of Labor in defining individuals as unemployed.

**Unemployment Compensation Claimant** (*WIA Information Bulletin, WIAB01-121; WIA Client Forms Handbook, Application Form, Item 63*) - An individual who is currently receiving unemployment compensation

**Unemployment Compensation Exhaustee** (*WIA Information Bulletin, WIAB01-121, WIA Client Forms Handbook, Application Form, Item 63*) - An individual who was receiving unemployment compensation, but has exhausted claim benefits.

**Unliquidated Obligations** (*DOL Regulations 29 CFR 95 and 97; WIA Section 159; WIA Regulations 20 CFR 652*)- For reports prepared on an accrued basis, this represents the amount of obligations incurred by the grantee (see definition above) for which an outlay (see definition above) has not been recorded or reported.

*Obligations Less Outlays = Unliquidated Obligations*

**Unobligated Balance** (*DOL Regulations 29 CFR 95 and 97; WIA Section 159; WIA Regulations 20 CFR 652*) The portion of funds authorized that has not been obligated by the grantee and is determined by deducting the cumulative obligations (see definition above) from the cumulative funds authorized.

*Funds Authorized Minus (-) Obligations = Unobligated Balance*

**Vendor** (*WIA Regulations 20 CFR 660.300*) is an entity responsible for providing generally required goods or services to be used in the grant program. Distinguishing characteristics of a vendor include items such as: providing the goods and services within normal business operations; providing similar goods or services to many different purchasers, including purchasers outside the grant program; and operating in a competitive environment. Any entity directly involved in the delivery of program services not available to the general public, with the exception of an employer providing on-the-job training, will be considered a subrecipient rather than a vendor.

Vendors are not subject to the statutory and regulatory requirements of Federal Statutes. The vendor's responsibility is to meet the requirements of the award, as stated in the contract services called for by the agreement have been delivered and accepted

**Vocational Education** (*WIA Section 101(50)*) - The term "vocational education" has the meaning given the term in section 521 of the Carl D. Perkins Vocational and Applied Technology Education Act (20 U.S.C. 2471).

**Work Experience** (*WIA Regulations 20 CFR 663.200*) - A planned, structured learning experience that is provided through contractual supervised work site training by an employer in the public, private nonprofit, or private sector.

Work Experience generally will not exceed 520 hours and will be designed to impart specific behavioral competencies. Labor standards apply in any work experience where an employee/employer relationship, as defined by the Fair Labor Standards Act, exists. There is no expectation that the trainee will be retained in employment after the training period.

**Work Readiness Skills Goals** – Work readiness skills include world of work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and co-workers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.

**Worker's Compensation** (*WIA Section 181(b)(4); WIA Regulations 20 CFR 667.274*) - Some form of legally acceptable worker's compensation must be provided for WIA participants if they are engaged in any WIA sponsored work activity while enrolled in the WIA program.

In instances of OJT participation, the employer shall provide documentation of such coverage before the training period of the OJT contract begins.

For instances of other WIA sponsored work activities (e.g., work experience or internships), where the WIA service provider is the employer of record, such service provider shall provide compensation coverage through their compensation insurance carrier.

**Workplace Literacy Services** (WIA Section 203(18)) -The term ``workplace literacy services" means literacy services that are offered for the purpose of improving the productivity of the workforce through the improvement of literacy skills.

**Workforce Development** All programs that prepare people for work, including educational segments and special programs, and job training and employment programs, whether operated by public, private or non-profit entities. This term is used interchangeably with workforce preparation.

**Workforce Investment Act (WIA)** This 1998 Act provides the framework for a unique national workforce preparation and employment system designed to meet the needs of both the nation's businesses and the needs of the job seekers and those who want to further their careers. The most important aspect of the Act is its focus on meeting the needs of businesses for skilled workers and the training, education, and employment needs of individuals. Key components of the Act will enable customers to easily access information and services they need through the "One-Stop" system; empower adults to obtain the training they find most appropriate through Individual Training Accounts, and ensure that all State and local programs meet customer expectations.

([www.doleta.gov/usworkforce/wia.asp](http://www.doleta.gov/usworkforce/wia.asp))

**Workforce Investment Area** A combination of local areas that are partly or completely in a single labor market area, economic development region, or other appropriate contiguous sub area of a state, that is designated by the state under WIA Section 116(c).

**Workforce Investment Board (WIB)** A Local board appointed by the Los Angeles County Board of Supervisors in accordance with State criteria. The WIB sets policy for the workforce development system county-wide, and responsible for a variety of activities. The WIB is also formerly known as the Private Industry Council. The WIB must have a majority business representation and representation of each mandatory WorkSource/One-Stop partner (i.e.: EDD, DPSS, etc.)

**Youth Activity** (WIA Section 101(52)) - An activity described in Section 129 that is carried out for eligible youth (or as described in Section 129(c)(5)).

**Youth Council** A mandated advisory body to the WIB. The Youth Council assists in the development of portions of the local plan, recommends eligible youth providers, conducts oversight, and coordinates youth activities.